



TIPS FOR INJURED EMPLOYEES ATTENDING HEARINGS USING ZOOM



- **Dress appropriately –**
 - Dress as if you were going to court.
- **Having quiet is key –**
 - Keep distractions away, so everyone can focus.
- **Wear headphones/earbuds if possible –**
 - Minimize feedback and echo effect.
- **Mute microphone –**
 - Minimize distractions and other disruptive sounds.
- **Limit people –**
 - Only injured employees and witnesses participate. Other people can attend but not participate and will have to be identified at the hearing.
- **Be visible at all times –**
 - Use good lighting.
 - Stay within the frame of the camera.
- **Keep information easily accessible –**
 - Write important numbers and information down, in case you must call in or answer claim specific questions.
- **Power up –**
 - Plug in your device and keep it charging.
- **Keep phone as backup –**
 - Keep phone nearby, in case there are technology issues.
- **Speak up –**
 - Ask for clarification, if you did not hear something.
- **Speak appropriately –**
 - Speak clearly and loudly enough for everyone to hear.
- **Be respectful –**
 - Wait for your turn to speak. Do not speak over others, unless objecting.